



Dear INRCIA Applicant,

Recently, you received a letter which indicated that your organization's average score has placed you as one of the top applicants in your INRCIA grant category. First of all, I would like to congratulate you on this achievement.

The purpose of this e-mail is to share with you the specific information regarding the next portion of the INRCIA evaluation process - the Presentation and Interview Sessions. This step will be conducted with your presenting to and then responding to questions by a board of external evaluators.

### **Requirements of Presentation**

- One or two staff members from your organization (no more than two) providing up to a 20 minute presentation.
- The presentation will be timed and presenter(s) will receive 10-minute and 2-minute warnings and the presentation will end promptly at 20 minutes. The 20-minute presentation consists of an oral presentation and may be supplemented with a PowerPoint presentation. If you elect to utilize PowerPoint, the PowerPoint is to be e-mailed to Kim Clement at [kclement@doe.in.gov](mailto:kclement@doe.in.gov) at least three days prior to your Presentation and Interview Session.
- Do not use video in your PowerPoint presentation and do not include brochures or any other types of handout as part of your presentation.

### **Description of Presentation**

The purpose of the 20-minute presentation is to provide an overview of your organization's proposed resource center. Specifically, the presentation should include, address and explain the following:

- A visual and explanation that depicts how the resource center's components (e.g., modules, coaches, teacher leaders, workshops, evaluation tools, etc.) connect and interrelate to change teachers' and administrators' skills, knowledge, and practices.
- How the proposed resource center will positively impact student learning and student outcomes;
- Primary goals and activities of the resource center;
- How specific staff members will address the goals and activities of resource center including, if appropriate, their experience with and evidence of effectiveness in working with schools and districts; and
- How your organization will internally evaluate the impact of its center.

Although at least one board evaluator is likely to have read your grant application narrative, present your resource center as if the board is not familiar with it.

### **Description Interview Session**

Once the presentation portion of the Presentation and Interview Session has ended, the board of evaluators will ask your organization's representative(s) questions. Some questions will emerge from the 20-minute presentation, while other questions will come from the grant application narrative. As such, representative(s) should be prepared to answer a wide array of questions, including questions regarding your organization's proposed budget; this part of the session will last 20-30 minutes. Thus, you should plan on about an hour for the entire process.

### **After this Step**

Each board member will score the Presentation and Interview Sessions using a rubric. Scores from this session will be combined with scores from the applications and the organization with the highest score will receive the award. However, the IDOE reserves the right to award the grant contingent upon the organization addressing certain issues, such as the budget, staffing, or evaluation systems. All commentary by the board of evaluators will be kept confidential and all applicants will be notified of their final award status on or by February 1, 2010.

### **Important Note**

Please note that the final dates for Presentation and Interview Sessions have not been finalized, however the Presentation and Interview Sessions will take place the week of January 19, 2010. As soon as these dates are finalized, the IDOE will contact you to inform you of your organization's Presentation and Interview Session date and time. In the meantime, IDOE asks for your patience and flexibility.

Sincerely,

Kim Clement, Special Projects Liaison  
Indiana Department of Education